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UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Security Administration
Washington 25, D. C.

To: The Administrator
The Associate and Assistant Administrators
All Division Directors

From: Program and Reports Division

Subject: Review and Appraisal of Current Tables and Regular Reports

Changes in current conditions, in program emphasis, in procedure and policy make it desirable for a careful review and appraisal to be made of the information which is obtained for you and your group and for others. You will, therefore, undoubtedly wish to give careful consideration to each of the tables listed on the attached sheet, (copies of which are also attached), and to answer the questions thereon and make any further statements or comments which seem to be appropriate.

Any decision with respect either to the gathering or the distribution of the information will be based in part upon your statements and comments. Therefore, you will recognize that your attention and consideration is needed. In a series of succeeding memoranda, we will request your advice on the remaining tables in the FSA Report No. 1. As you know, many of these tables are related to those which are attached to this memorandum.

As you will observe from examination of the attached sheet, four questions are asked. The appropriate answer to each question should be placed in the proper column opposite the specific report which is being considered, and your comments should be made on the right side of the sheet. We will welcome an opportunity to discuss any of the tables with you at your convenience. The questions for which the columns are provided are as follows:

Column I - Are the data used or useful to you and your group?

Column II - Would you like to have the table revised?

Column III - What frequency would you suggest for this particular table? (If your answer in Column I was "No" with respect to this particular table, this column should be left blank; otherwise, mark appropriately: M for Monthly, Q for Quarterly, S for Semi-annually and A for Annually.)

Column IV - Would the table serve your needs if regional and U. S. data only were shown?

In order to avoid any undue delay hereafter in the release of any of the tables, it will be appreciated if you will complete and return the questionnaire within five days from the date hereon.

AUG 2 1945

Director

Attachments

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GUIDE SHEET FOR RECONCILING FD LOAN ACCOUNTS - EXHIBIT A

ITEM	WHERE ITEMS ARE FOUND AND/OR COMPUTED	
	FSA-473 B	FSA-677
1. NAME OF BORROWER	IN HEADING	COLUMN 1
2. TYPE OF PAYMENT PLAN	" "	"TYPE OF LOAN COLUMN" (SEC. 1) "V" - VARIABLE, "S" FIXED, "X" VARIABLE - CROP PERCENTAGE BASIS
3. LOAN TYPE CODE	" "	TYPE OF LOAN COLUMN SECTIONS 2, 3, & 4
4. LOAN NUMBER	HEADING OF "AREA GUIDE CARD" FORM FSA-473	"LOAN NUMBER" COLUMN
5. DATE OF NOTE	IN HEADING	"DATE OF NOTE" COLUMN
6. TOTAL AMOUNT ADVANCED	BODY OF CARD. TOTAL OF ORIGINAL LOAN, SUPPLEMENTAL LOAN, RE- COVERABLE COST CHARGES	"AMOUNT OF NOTE" COLUMN
7. ANNUAL INSTALLMENT	IN HEADING	"TOTAL ANNUAL INSTALLMENT TO DATE" COLUMN (FIRST FIGURE - OPPOSITE BORROWER'S NAME)
8. CUMULATIVE ANNUAL INSTALLMENT	CUMULATIVE TOTAL, COL. (7) BELOW LAST DOUBLE LINE	"TOTAL ANNUAL INSTALLMENT TO DATE" COLUMN (SECOND FIGURE - OPPOSITE AMOUNT OF NOTE)
9. CUMULATIVE AMOUNT BILLED	CUMULATIVE TOTAL, COLUMN (8) BELOW LAST DOUBLE LINE	"TOTAL ANNUAL INSTALLMENT TO DATE" COLUMN. SECOND FIGURE FOR FIXED PAY'T. BORROWER; THIRD FIGURE FOR VARIABLE PAYMENT. BORROWER (OPPO- SITE LETTER "M" IN "TYPE OF LOAN" COLUMN)
10. TOTAL REPAYMENTS (PRIN. & INT.)	SUM OF CUMULATIVE TOTALS OF COLUMNS (4) & (5), BELOW LAST DOUBLE LINE	SUM OF PRINCIPAL AND INTEREST ENTRIES IN "REPAYMENT" COLUMN
11. CUMULATIVE EXTRA PAYMENTS	CUMULATIVE TOTAL OF COLUMN (3) BELOW LAST DOUBLE LINE	"EXTRA PAYMENTS" COLUMN
12. CUMULATIVE REGULAR PAYMENTS	CUMULATIVE TOTAL OF COLUMN (2) BELOW LAST DOUBLE LINE	"REPAYMENTS" COLUMN AND "EXTRA PAY- MENTS" COLUMN - DEDUCT THE AMOUNT OF EXTRA PAYMENTS FROM TOTAL RE- PAYMENTS (PRINCIPAL AND INTEREST)
13. AMOUNT AHEAD OR BE- HIND SCHEDULE	COLUMN (9) FIGURE BELOW LAST DOUBLE LINE	LAST COLUMN: (FIRST FIGURE ON LINE OPPOSITE BORROWER'S NAME.) AHEAD OF SCHEDULE "CR", BEHIND SCHEDULE "CR" OMIT FOR FIXED PAY'T. BORROWER
14. AMOUNT PREPAID OR DELINQUENT	COLUMN (10) FIGURE BELOW LAST DOUBLE LINE	LAST COLUMN: (SECOND FIGURE ON L LINE OPPOSITE SYMBOL "M" IN "TYPE OF LOAN" COLUMN.) PREPAYMENT "CR" DELINQUENT "**"
15. PRINCIPAL BALANCE	COLUMN (6) FIGURE BELOW LAST DOUBLE LINE	"PRINCIPAL BALANCE" COLUMN

TYPE OF LOANS AND SOURCES OF FUNDS	METHODS OF LIQUIDATION				COMPROMISE	SALE OF ACQUIRED FARMS	
	SALE OF FARM	TRANSFER	DEED IN LIEU OF FORECLOSURE	FORECLOSURE		INSIDE PROGRAM	OUTSIDE PROGRAM
TP AND FE PL (TITLE I)	YES	NO	YES	YES	YES	SEC. 51 OF ACT	SEC. 51 OF ACT
FD (RR CORPORATION)	YES	NO	YES	YES	YES	TRUST AGREEMENTS	TRUST AGREEMENTS
PL (NOT TITLE I) (RR CORPORATION)	YES	NO	YES	YES	YES	TRUST AGREEMENTS	TRUST AGREEMENTS
FD (LG & RR)	YES	YES	NO	YES	NO	APPROPRIATION ACTS	SURPLUS PROPERTY BOARD
PL (NOT TITLE I) (LG & RR)	YES	YES	NO	YES	NO	APPROPRIATION ACTS	SURPLUS PROPERTY BOARD
PL (NOT TITLE I) (JOINT INVESTMENT) (LG & RR AND RR CORPORATION)	YES	YES	NO	YES	NO	APPROPRIATION ACTS AND TRUST AGREEMENTS	GOVERNED BY FUNDS ORIGINALLY USED TO PURCHASE THE LAND

